Tracker Guide – Submitting RPAs

1. RPAs requiring advertising are to be submitted through Tracker and ABMS. The steps below will guide you through the process. All other types of RPAs (assignment changes, moving positions, etc.), are to be submitted in ABMS only.
2. Create your RPA in ABMS and fill out the mandatory yellow sections. Click SAVE to obtain an RPA number. DO NOT ATTACH THE REQUIRED DOCUMENTS HERE – you'll do this in Tracker. Do not submit until you are ready to submit the entire RPA package in Tracker.

3. Click this link to open Tracker: http://dgssp.dgs.ca.gov/projects/OHR/RPA/SitePages/Home.aspx. We highly recommend bookmarking Tracker for convenience. The following will appear, click the link to submit your RPA. You can also submit an RPA utilizing the link on the left side.

4. In the next screen, the mandatory fields are marked with an asterisk.

- For **Status**, select 'PL Working (Program)'.
- **RPA #** is the number assigned by ABMS.
- Select your **Office** from the drop down.
- Insert your name for **Submitted By**.
- Insert the name of your **Back-up**. If you don't have a back-up, consider your attendance clerk or your manager.
- Complete the **Hiring Manager** field.
- Enter the **Current Position Number** (should be the same from ABMS).
- Select the **Proposed Classification** from the drop down.
- Select **Tenure** from the drop down.
- Select **Time Base** from the drop down.
- Only check the Contact Letters Requested box if you want to send contact letters. You do not have to send contact letters on classifications with online exams and a lot of applicants in rank one (like AGPA, SSA, etc.), they may not be beneficial.

5. When that is complete, hit Save.

6. Attach your RPA documents.

- Click on **Attach File**.
- Click on **Browse** and select the document from your computer or shared drive. Make sure the documents are saved with a descriptive title and in the following format (Type of Document / Current or Proposed if applicable / RPA # / additional comments / revision number)
    - Examples:
      Duty Statement Proposed 12345
      Organization Chart Current 12345
      Job Control Report 12345
- Select **OK**. Click Save. This may take you out of the RPA and you will have to go back in. SharePoint struggles with saving multiple files at time.
- Repeat the steps above for the rest of the documents. The files will start to accumulate at the bottom of the RPA.
- After you've attached all of the documents, click Save again.

- Until you are ready to submit the RPA package to OHR for review, leave the Status field on 'PL Working (Program)' and click Save.
- If you are ready to submit the RPA package to OHR for review, you can now toggle the **Status** field to 'Submit to C&P Analyst (OHR)' and click Save. You can no longer make changes to the RPA until it is back in a Program status. Return to ABMS and submit the corresponding RPA at the same time.

That's the end of this guide. For any questions regarding the process, please contact your assigned Classification & Pay Analyst.